**BOTTINEAU COUNTY**

**COMMISSIONER PROCEEDINGS**

**JANUARY 7, 2025**

**7:30 a.m.**

The Commissioner Meeting was called to order at 7:30 a.m. by Chairman Buynak. A meeting of the Board of Bottineau County Commissioners was held in the Commissioner Room at the Courthouse with the following members present: Chairman, Nathaniel Buynak, Vice-Chairman Ben Tonneson, Commissioners, Andy Pederson and Rod Hiatt, and Auditor, Emily Deschamp. Commissioner Lance Kjelshus attend the meeting via phone.

**Old Business:**

Agenda – A motion was made to approve the amended agenda with the additions of Human Resource Consultant, by Hiatt, second by Kjelshus. Motion carried.

Minutes – A motion was made to approve the minutes from December 3, 2024 and December 17, 2024, by Kjelshus, second by Pederson. Motion carried.

Consent Agenda – The monthly reports were reviewed, and a motion was made to approve the consent agendas by Tonneson, second by Hiatt. Motion carried.

**Bills:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check #** | **Name** | **Amount** | **Check #** | **Name** | **Amount** |
| 50000 | Advanced Business Methods (1-10) | 63.49 | 50001 | Anderson Welding LLC | 90.00 |
| 50002 | Ann Monson, Co Treasurer | 3,765,983.63 | 50003 | Ann Monson, Co Treasurer | 2,415.00 |
| 50004 | Auto Value Bottineau | 560.81 | 50005 | B and M Laundry Service | 386.62 |
| 50006 | Balco Uniform Co. Inc | 1,007.00 | 50007 | Bee Line Service | 250.00 |
| 50008 | Bonnell Industries Inc | 385.38 | 50009 | Border Ag & Energy | 148.76 |
| 50010 | Bottineau Clinic Pharmacy | 26.50 | 50011 | Bottineau County Road Dept. | 3,188.00 |
| 50012 | Bottineau Lumber Inc | 42.99 | 50013 | Bottineau Plumbing & Heating | 262.51 |
| 50014 | Bottineau Sedation Dentistry | 996.00 | 50015 | Butler Machinery Co. | 4,712.71 |
| 50016 | Cenex Fleet Fueling | 309.40 | 50017 | Circle Sanitation Service | 322.00 |
| 50018 | City of Antler | 103.00 | 50019 | City of Bottineau | 557.29 |
| 50020 | City of Newburg | 38.00 | 50021 | Courant | 603.18 |
| 50021-2 | Courant | 576.60 | 50021-3 | Courant | 93.00 |
| 50022 | D and L Storage | 450.00 | 50023 | Dakota Fire Protection | 1,200.00 |
| 50024 | Department of Transportation | 30,870.22 | 50025 | DMC Wear Parts LLC | 14,313.63 |
| 50026 | Drive Chevrolet | 347.95 | 50027 | Envision Cooperative- Mohall | 95.55 |
| 50028 | Farden Construction Inc | 55,497.00 | 50029 | Farmers Union Oil- WC | 2,162.72 |
| 50030 | Farmers Union Oil- WSB | 15,273.98 | 50031 | Fireside Office Solutions | 256.44 |
| 50032 | Governsoft | 16,424.00 | 50033 | Heart of America Community Serv. Prog | 10,000.00 |
| 50034 | Heather Thompson | 50.00 | 50035 | His and Hers Garage Doors | 175.00 |
| 50036 | Hometown Radio Group | 170.00 | 50037 | Information Technology Dept | 5,322.19 |
| 50038 | JB Express | 240.00 | 50039 | Johnson Controls | 43,737.00 |
| 50040 | Kenton Kossan | 68.00 | 50041 | Kiesler Police Supply | 552.50 |
| 50042 | Kittleson Truck Repair | 186.00 | 50044 | LMRSD | 636.00 |
| 50045 | Lawson Products, Inc | 477.00 | 50046 | Lemay Trucking | 1,705.00 |
| 50047 | Lexipol, LLC | 7,818.80 | 50048 | Mayo Construction | 18,215.63 |
| 50049 | Mayo Construction | 205,000.00 | 50050 | Mikkelsen Aggregates | 32,490.00 |
| 50051 | Moen Electric | 662.50 | 50052 | Myers Parts of Bottineau | 345.61 |
| 50053 | National Association of Counties | 450.00 | 50054 | National Sheriffs Assoc. | 125.00 |
| 50055 | ND Association of Counties | 58,372.09 | 50056 | ND County Auditors Assoc. | 400.00 |
| 50057 | ND County Commissioners Assoc. | 1,725.00 | 50058 | ND Water Users Assoc. | 300.00 |
| 50059 | Nelson Bookkeeping | 282.50 | 50060 | Nelson Repair | 450.00 |
| 50061 | North Central Electric Coop | 850.81 | 50062 | O'Keefe Oil | 477.00 |
| 50063 | Office of the Adjutant General | 480.00 | 50064 | Ottertail Power Co | 358.10 |
| 50066 | Raven Electronics Corp | 44.09 | 50067 | Reliance Telephone | 700.00 |
| 50068 | Runnings Supply Inc | 777.83 | 50069 | Souris River Telephone | 526.93 |
| 50070 | State Treasurer | 363.56 | 50071 | Stevens Welding | 519.46 |
| 50072 | Swanston Equipment Corp | 150.21 | 50073 | Tritech Software Systems | 240.00 |
| 50074 | Turtle Mountain Communications | 1,849.14 | 50075 | Turtle Mountain Floral | 80.00 |
| 50076 | Vanguard Appraisals Inc | 2,480.00 | 50077 | Wold Engineering | 1,639.41 |
| 50086 | Advanced Business Methods (1-15) | 107.70 | 50087 | Ann Monson, Co Treasurer | 5,970.80 |
| 50088 | Baker & Taylor | 331.76 | 50089 | Demco | 139.94 |
| 50090 | Fargo Glass & Paint | 340.00 | 50091 | Good Housekeeping | 39.97 |
| 50092 | Grand Forks Herald | 253.80 | 50093 | Midwest Tape | 266.14 |
| 50094 | NDLA | 105.00 | 50095 | Turtle Mountain Star | 42.00 |
| 901564 | Ann Monson, Co Treasurer | 2,678.33 | 901565 | Creative Planning Services | 825.51 |
| 901566 | ND State Tax Commissioner | 3,580.05 | 901567 | NDPERS | 4,697.98 |
| 901568 | ND Public Employee Retirement | 62,048.24 | 901569 | NDPHIT/BCBS-ND | 53.28 |
| 901570 | Pro It LLC | 2,509.98 |  | Payroll (1/31) | 351,076.53 |
|  | Total | 4,756,572.73 |  |  |  |

The January bills were reviewed and a motion was made to pay the January bills by Tonneson, second by Pederson. Roll call vote unanimous. Motion carried.

**New Business:**

A motion was made to call for bids for machine hire, gravel, bridge material, and culvert bids at 9:30 a.m. on February 7, 2025, by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

The Gross Production Tax Distribution was discussed, and a motion was made to distribute the first $625,000.00 to the County Road Fund, $200,000.00 to the County General Fund, $250,000.00 to the 2016 Certificate Fund, and $50,000.00 to the Courthouse Fund by Buynak, second by Tonneson. Roll call vote unanimous. Motion carried.

Emily presented the cancellations of taxes for the properties that were foreclosed on by Bottineau County. A motion was made to approve the cancellations by Hiatt, second by Pederson. Roll call vote unanimous. Motion carried.

Amendments to the 2024 Budget were presented to the Commissioners. A motion was made to approve the Amendments to the 2024 Budget by Tonneson, second by Pederson. Roll call vote unanimous. Motion carried.

Discussion was held concerning the one-time holiday on January 9, 2025. A motion was made for Bottineau County to remain open on January 9, 2025 by Kjelshus, second by Hiatt. Roll call vote unanimous. Motion carried.

Kent Indvik and Seth Demontigny, Wold Engineering, gave an update on the County projects:

* Project CP-0547(024) Truck Route Milling and Paving: Kent presented the board with the final contractor’s estimate in the amount of $18,215.63. A motion was made to approve the contractor’s estimate in the amount of $18,215.63 by Pederson, second by Tonneson. Roll call vote unanimous. Motion carried.
* Box Culverts west and north of Renville Corner will be bid through the Department of Transportation on February 7, 2025.
* Project BRC-0520 (058) Kramer Bridge: Kent updated the board on the project.

Ritchie Gimbel, Road Superintendent, met with the board to discuss the Road Department activities. Ritch updated the board on the applications that have been submitted by Wold Engineering to the State for additional funding. Ritch updated the board on the testing that Braun Intertec had completed for the County. A motion was made to pay the BRC-0099(012) Bridge Inspections in the amount of $30,870.22 by Tonneson, second by Pederson. Roll call vote unanimous. Motion carried. Ritch updated the board on the purchase of the vehicle for the Road Department. A motion was made to pay the final invoice from Wold Engineering for CP-0547(024) Truck Route Paving in the amount of $1,639.41 by Pederson, second by Hiatt. Roll call vote unanimous. Motion carried.

Jeremy Tofteland, Sheriff, gave a report on the activity in the Sheriff’s Department. Jeremy notified the board that the jail is looking into accepting prisoners from the Department of Corrections.

Emily presented the 2025 Law Enforcement agreements for the outlying cities. A motion was made to sign and send the 2025 Law Enforcement agreements to the outlying cities by Kjelshus, second by Hiatt. Roll call vote unanimous. Motion carried.

9:45 a.m. – A motion was made to open the sealed bids for a skid steer for the Road Department by Kjelshus, second by Tonneson. Roll call vote unanimous. Motion carried. A motion was made to accept all bids from Source Well and allow for Ritch to decide which skid steer will meet the needs of the Road Department by Tonneson, second by Pederson. Roll call vote unanimous. Motion carried.

Ashley Pedie, Tax Director, met with the board to discuss the 2025 ag values and her recommendation to stay at the 91.0% ag values for 2025. A motion was made to accept the recommendation in ag values from Ashley Pedie, Tax Director, for Bottineau County for 2025 by Tonneson, second by Buynak. Roll call vote unanimous. Motion carried.

Ritch met with the board to go over the skid steer bids that were presented to the board. A motion was made to purchase the CAT skid steer from Butler Machinery by Pederson, second by Tonneson. Roll call vote unanimous. Motion carried.

Daniel Fett, Bottineau Winter Park, met via phone with the board to discuss the Garrison Diversion Grant and the possibility of the Winter Park applying for the March 1, 2025 application for improving the snow-making plant. A motion was made for Bottineau County to sponsor the Garrison Diversion Grant in March of 2025 for the Bottineau Winter Park up to $75,000.00 by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

Department Head Meeting – Chairman Buynak gave an update on the commissioner meeting and the Department Heads gave an update on their office activities.

Krista Alexander, Northwest Regional Housing Authority, met with the board to update them on the Northwest Regional Housing Authority’s activities and to ask for the appointment of one of the commissioners to sit on the board. A motion was made to appoint Commissioner Buynak to the Northwest Regional Housing Authority board by Tonneson, second by Hiatt. Roll call vote unanimous. Motion carried.

As there was no further business, a motion was made to adjourn the meeting at 11:45 a.m. by Tonneson, second by Pederson. Roll call vote unanimous. Motion carried.

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Nathaniel Buynak, Chairman

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Emily Deschamp, Auditor